

March 17, 2020

## **PRESS RELEASE FOR IMMEDIATE RELEASE**

### **Reference: East Cocalico Township Municipal Offices:**

**East Cocalico Township Municipal Office**  
**Tax Collector Office**  
**Zoning & Building Permit Office**  
**Water & Sewer Authority Office**

With the Federal Government's announcement of a national Disaster Declaration along with the County Declaration of Disaster Emergency due to the COVID-19 (Coronavirus) pandemic; East Cocalico Township is doing its part to mitigate the spread while diligently working towards the safety of our residents, businesses, and staff.

As such, East Cocalico Township is announcing a Declaration of Disaster Emergency for our Township. This decision was not made lightly but it is necessary as the leadership of East Cocalico Township works to proactively navigate the needs of the community in the midst of these challenging times.

This declaration affords East Cocalico Township some extra leeway and flexibility by allowing streamlining of time-consuming procedures and formalities as we work within the guidelines of the CDC, Federal Government and PA Governor and County Offices while executing our plans for the safety of our residents, businesses, and staff.

East Cocalico Township Declaration of Disaster Emergency specifics (what this means to you):

- Initial time-frame is for a 14-day local declaration. Leadership will coordinate with the Township Manager prior to the 14<sup>th</sup> day to reevaluate.

Until Further Notice:

- All Township public meetings will be suspended. Including Board of Supervisor, Planning Commission, Recreation Board, Transporting Impact Fee Advisory Committee, Authority Board, etc.  
Exception: Zoning Hearing Board - Current applications will proceed.
- Township building will be operating with a limited number of key personnel.
- Any and all mail/payments will undergo a 3-day internal quarantine period. As such, all payments will be credited according to the post-marked date.
- Township building, **EXCEPT FOR THE POLICE DEPT**, will be closed to any walk-ins. This includes:
  - Tax Collector's Office
  - Water & Sewer Authority Office
  - Zoning & Building Permit Office

Specifics by office at the Township building:

**Police Department Office:** Limited public access.

**Tax Collector's Office:** No dropping off of any payments at the Township building. All payments must be mailed to the office. Payments will be credited according to the post-marked date.

# East Cocalico Township

100 Hill Road, Denver, PA 17517  
**Phone:** (717) 336-1720 **Fax:** (717) 336-1724  
**E-mail:** [Township@eastcocalicotownship.com](mailto:Township@eastcocalicotownship.com)  
**Website:** [www.eastcocalicotownship.com](http://www.eastcocalicotownship.com)

---

**Water & Sewer Authority Office:** For customers adversely affected by the coronavirus pandemic, the Authority will provide flexible payment options and will not disconnect services or charge any additional penalties.

Customers are encouraged to make payments using one of the following options:

- Check or Money Order by mail
- Credit or Debit Card by calling Authority Office at 717-336-1731 or through the Authority website
- Further details may be found at: [www.eastcocalicotownshipauthority.com](http://www.eastcocalicotownshipauthority.com)

A drop box for *Water & Sewer Authority bill payments only (NO Tax payments are permitted within this box)* is located to the right of the front door at the Township building on Hill Road.

During this challenging time, we ask for residents and businesses to be patient and thank everyone for their understanding as we navigate through these unprecedented times as a community.

East Cocalico Township  
Board of Supervisors

Media Contact: Penny Pollick, Township Manager  
717-336-1720  
[manager@eastcocalicotownship.com](mailto:manager@eastcocalicotownship.com)

*Community First*